



Sandy City Business Licensing
10000 Centennial Pkwy #210 Sandy, Utah 84070
Ph. (801) 568-7252

**PROCEDURE FOR LICENSING AN ITINERANT MERCHANT,
DOOR TO DOOR SOLICITOR OR RETAIL PARKING LOT SALE.**

1. Read over the enclosed ordinance relating to parking lot/retail sales and sign regulations. Please note the permitted period for sale and property requirement and number of signs.
2. Submit a temporary State sales tax number (even if you are already in possession of a permanent sales tax number...it is probably assigned to another City). The State Tax Commission is located at 210 North 1950 West, or they may be reached at phone number (801) 297-6303.
3. Please complete the enclosed application and file it at least 10 working days before the sales event, at 10000 Centennial Parkway, Suite 210. Incomplete applications will not be processed, so if you have any questions regarding any required document or the application, please contact this office at (801) 568-7252 and we will be glad to assist.
4. Most business being conducted from a fixed location and using a power source or serving food, will require on-site inspections. Please contact the license office to see if your business requires any or all inspections indicated below. To schedule any required inspections, or inquire about codes or standards, please contact the following:

Building Dept: 568-7251 Fire Dept: 568-2943 Health Dept: 313-6620

5. Additional items that need to accompany the application are:
 - a) A cash or surety bond for \$1,000 required for businesses at a fixed location; performance bond for retail sales of goods or services and clean up.
 - b) A letter of permission from the property owner, allowing business to be conducted from the fixed location.
 - c) BCI Criminal History Report required for all door to door solicitors or any other business where the focus of the sales, services or activities are geared toward minors. Bureau of Criminal Investigations is located at 3888 West 5400 South, Salt lake City, UT 84114. Or you may reach BCI at (801) 965-4445. Most recently, the license office has been notified that the fee is \$10 to obtain a criminal history report. Each application must submit the original document, The original document will be returned so that it may be resubmitted to other license agencies upon request.
 - d) For businesses at a fixed location, you will need to submit a sketch of the property indicating your location, ingress and egress for vehicles, and location for the power source if you are using a power source.
 - e) If you are utilizing a tent over 200 sq ft or a canopy/awning over 400 sq ft you will need a pay for a Fire Dept tent inspection fee at the time of application and coordinate the on site inspection once the tent/canopy is erected.

Sandy City
Temporary Business License Application
Itinerant Merchant, Door to Door Solicitor, Parking Lot Sales

Date Received _____	
Sales Tax # _____	Acct. # _____

Today's Date _____

Business Name _____ Bus Phone No _____

Location of Sales _____

Home Office / Base Address _____ City/State _____ Zip _____

Mailing Address _____ City/State _____ Zip _____

Applicant Name (First, Middle, Last) _____ Alt Phone. _____

Residence _____ City/State _____ Zip _____

Driver License # _____ State _____ Date of Birth _____

Note: All persons door to door soliciting in Sandy City must supply full names, dates of birth, home addresses and phone numbers on a separate sheet of paper that the applicant must attach to this application. Also, each solicitor will submit a current BCI report. The address for the Utah State Department of Public Safety, Bureau of Criminal Identification is 3888 West 5400 South, SLC, UT 84114. The phone number is 965-4445.

Nature of Business _____

Business Hours _____ Dates of operation, from _____ to _____

This application is subject to approval of the Sandy City Police Department, the Community Development Department, Building Department, Fire Department, County Health Department, and/or Department of Agriculture. A license cannot be issued until all applicable departments have provided a recommendation to approve the license application. If a license is not obtained prior to commencing business, you may be subject to a double license fee penalty and any other penalties as prescribed by law.

"I do hereby agree to conduct business in accordance with any and all ordinances pertaining to the operations of a temporary business being conducted within the Corporate limits of Sandy City."

Signature of Applicant _____ Date _____

Fees:	Regulatory Rate:	\$150.00	\$ 150.00 _____
	Disproportionate Fee (if applicable)	\$250.00	\$ _____
	Per Employee: # _____ X	\$11.00	\$ _____
	Tent Inspection/Fire Fee (if applicable)	\$40	\$ _____
	\$1,000 Bond (if applicable)		Cash / Surety _____
	Penalty (if applicable)		\$ _____
	Total		\$ _____

Office Use:	Police Department: _____	Cleared _____	
	Building Inspections: _____	Cleared _____	
	Fire Department: _____	Cleared _____	
	Planning & Zoning: _____	Cleared _____	
	Health Department _____	Cleared _____	
	Dept. of Agriculture _____	Cleared _____	

Notes: